



State of Rhode Island and Providence Plantations  
**DEPARTMENT OF EDUCATION**  
Shepard Building  
255 Westminster Street  
Providence, Rhode Island 02903-3400

Peter McWalters  
Commissioner

## VACANCY NOTICE

**April 2, 2006**

RHODE ISLAND DEPARTMENT OF EDUCATION  
OFFICE OF SPECIAL POPULATIONS  
COORDINATOR | EARLY CHILDHOOD INITIATIVES  
**\$67,108 - \$83,108**

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APPLICATION PERIOD:

All resumes must be received or post-marked on or before **April 18, 2006** or until position is filled.

DUTIES AND RESPONSIBILITIES:

See attached job description.

APPLICATIONS:

Send resume, all transcripts, and two current letters of reference to:

Paula A. Rossi, SPHR, Director  
Office of Human Resource Development  
255 Westminster St.  
Providence, RI 02903

Cover letter and resume may be e-mailed to [christine.arslanian@ride.ri.gov](mailto:christine.arslanian@ride.ri.gov)  
Transcripts and signed letters of reference should be mailed.

*REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.*

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

**Telephone** (401)222-4600    **Fax** (401)222-6178    **TTY** 800-745-5555    **Voice** 800-745-6575

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**DEPARTMENT OF ELEMENTARY AND SECONDARY  
EDUCATION**  
**NONCLASSIFIED JOB DESCRIPTION**

**TITLE:** Coordinator – Early Childhood Initiatives

**GENERAL STATEMENT OF DUTIES:** Incumbents are responsible for leading and supporting state and local efforts to ensure that all children come to school ready to succeed and that all students achieve high standards through the coordination of school-community partnerships.

**SUPERVISION RECEIVED:** Works under the supervision of a manager with wide latitude to exercise independent judgement. Work is subject to review on a periodic basis or upon completion for results achieved and for adherence to professional standards of conduct.

**SUPERVISION EXERCISED:** Generally none. May work as part of teams and in collaboration with others with wide latitude for the exercise of independent judgement to achieve results. May be involved in providing input to the performance management process as a peer or colleague as appropriate.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED AND ESSENTIAL FUNCTIONS:**

Provides leadership, on-going management, project development, and quality improvement for statewide RI Early Learning Standards Initiative, which includes: developing interagency agreements to obtain resources; engaging early childhood constituencies to develop Early Childhood Standards; facilitating and maintaining membership of interdepartmental steering committee; convening and facilitating constituency and issue-based work groups; recruiting and training project consultants; developing modules for training curriculum; organizing community networks; and, evaluating the impact and satisfaction of professional development efforts.

Provides leadership, on-going management, project development, and quality improvement for statewide COZ Family Center Initiative, which includes: developing and facilitating statewide COZ network; developing public education and engagement activities; managing the annual RFP process and budget; and developing legislative strategies.

Represents RIDE in recommending state-level policies and systems development with other state agencies and community constituencies on early childhood issues.

Provides leadership in developing and implementing strategies for involving families in schools and in their child's education, which includes: developing and implementing outreach and communication strategies for families; designing and implementing a family leadership group; developing capacity in community to support families in policy decisions; and developing family materials aligned with Early Learning Standards.

Contributes to the development of the State Improvement Plan for the state of RI and the Office of Special Populations; influences the agenda of RIDE.

Develops, advises, and recommends State level legislative and regulatory policies; participates in providing recommendations for Federal policy.

Leads the design and delivery of State, regional, local, and interagency professional development in targeted areas of education research-based practices and systems development.

Assures for students with disabilities and their families provision of entitlements under Federal and State law by ensuring that school districts implement the full intent of related Federal; and State laws and regulations.

Provides on-going expertise in policy and program development for RIDE-wide initiatives.

Performs related work as assigned.

## **REQUIRED QUALIFICATIONS**

### **KNOWLEDGE AND SKILLS:**

Knowledge of early childhood issues related to school readiness.

Knowledge of legislation related to early childhood and special education issues.

Knowledge of program development strategies.

Knowledge of research-based models for young children.

Knowledge of outreach and public engagement strategies.

Knowledge of school reform strategies.

Knowledge of strategies for integrating services linked to schools.

Knowledge of the legislative process.

Skilled in facilitating groups.

Skilled in public speaking.

Skilled in utilizing multiple strategies simultaneously.

Skilled in designing and implement professional development.

Skilled in building consensus.

Skilled in communicating effectively, both verbally and in writing.

Skilled in working collaboratively.

Skilled in solving problems.

Skilled in communicating and interpersonal exchanges as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**EDUCATION:** Master's Degree in Education

**EXPERIENCE:** Five years of program development and administration experience.

**and/or** any combination of knowledge, skills and experience that is substantially equivalent.

**Reasonable accommodations can be made for qualified individuals with a disability.**

Date: September 2004